



# District of Columbia National Guard

## Air Technician Announcement

Announcement Number: 12-087



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED BY</b> <b>N/A</b>	<b>OPENING DATE:</b> <b>07 Dec 12</b>	<b>CLOSING DATE:</b> <b>OUF</b>
	<b>Position Title, Series, Grade, Salary Range</b> Information Resources Specialist <b>D1851000</b> GS-0301-07 - \$42,209 - \$54,875 GS-0301-09 - \$51,630 - \$67,114 <b>MAXIMUM MILITARY RANK: TSgt</b> Selectee will be assigned to a compatible military position. <b>Military Duty Assignment: 3D0X1</b>	
	<b>Appointment Status</b> <b>[X]</b> Excepted <b>[X]</b> Enlisted <b>[ ]</b> Officer <b>[ ]</b> Warrant Officer <b>[ ]</b> Competitive	
<b>Position Location:</b> 113 <sup>th</sup> CF, DCANG Joint Base Andrews, Maryland		
<b>AREA OF CONSIDERATION:                      TECHNICIAN:</b> GROUP III (Individuals who possess the necessary qualifications to become a member of the DCANG)		
<b>Permanent Change of Station:</b> Relocation expenses will not be paid to Technician		
<b>Special Remarks:</b> <a href="http://www.113wg.ang.af.mil">www.113wg.ang.af.mil</a> Must be certified IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and obtain Special Experience Identifier (SEI) 264, IAW current AF directives. Information Assurance – Technical Level II (IAT II), IAW current AF directives.		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/AFSC/SSI and military grade. All submitted documents must be current. <b><u>No binders please.</u></b>		
<b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b>		
1.) Resume. 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 3.) Current Unit assignment, AFSC and Military grade must be included on application or a separate paper.		
<b>Condition of Employment:</b> <b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> SPC Cortavia Britton, HR Asst can be reached at 202-685-9775 or DSN 325-9775 or SPC Inga Respass, HR Specialist at 202-685-9763 or DSN 325-9763		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (resume). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
<b>For Military Members:</b> Acceptance of this position will cause termination of Federal Bonuses pursuant to respective selected Reserve Incentives Programs (SRIP). This termination may be with or without recoupment of payment already made.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

## Technician Announcement Number: 12-087

**Position:** Information Resource Specialist, GS-0301-7/9, D1851000

**Brief Description of Duties:** This individual is appointed as the Wing/Base Information Management Functional Manager (IMFM). Manages and provides guidance to Wing/Base on Enterprise Information Management (EIM). Manages the Wing/Base Electronic Records Management (ERM) and Records Life Cycle Program for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Prepares, reviews, and provides direction and guidance in support of ERM requirements. Serves as a consultant to all Wing/Base Functional Area Records Managers for retention and disposal of records. Conducts staff assistance visits to Functional Area Records Managers (FARM)s and their assigned areas. Ensures Wing/Base compliance with Federal and agency standards and policies. Serves as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs). Develop and maintain the Wing/Base Content Management Program. Central point of contact (POC) for all matters concerning official correspondence to include developing, implementing, organizing and directing policies, programs, and procedures for appropriate correspondence preparation, routing, and transmission. Acts as Wing/Base Organizational Accounts Representative (OAR). Facilitates IM orientation training for new Wing/Base IM hires and upgrade trainees, such as basic personal computer and network training, records management, content management, document security, official mail management, C&I awards program, and IM functional management. Manages Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Develops and manages Wing/Base official U.S. mail program. Manages and provides guidance to the Wing/Base and tenant units on reproduction options, such as local resources, outside vendors, such as the Defense Agency Printing Service (DAPS). May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Maintains records IAW guiding directives. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

**Qualifications:** GS-09

**General Experience:** Experience, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems.

**Specialized Experience:** Must demonstrate twenty-four (24) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

### Knowledge, Skills and Abilities (KSA's) Statements (GS-09)

- A. Knowledge of Enterprise Information Management (EIM), Information Resource Management (IRM) concepts, Electronic Resource Management (ERM) and Content Life Cycle Management Program methods to plan, manage, protect and control information resources and supporting information technologies.
- B. Knowledge of a wide range of policies, regulations, manuals and precedents such as DOD, AF, NGB and technical specifications for Automated Information Systems (AIS), web services and information technology applicable to the implementation and management of the IRM programs.
- C. Knowledge of information resources management systems and electronic publication methodologies to manage the IRM program.
- D. Knowledge of training program development and implementation to include lesson plan and subject matter delivery.
- E. Knowledge in this position is the Wing/Bae OPR for assigning, training, classification, utilization, and career development of enlisted Information Managers assigned. These personnel operate in every functional area and, although most are not assigned to the base communication Squadron, they are specialized extensions of the Communications Squadron, supporting the Air Force Mission. A network of open communications is critical with the supported leadership and among these personnel at all levels.

**Qualifications:** GS-07

**General Experience:** Same as GS-09

**Specialized Experience:** Must demonstrate twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements:** Same as GS 09

**Current Unit assignment, AFSC and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**